



**United States District Court  
Eastern District of New York**  
[www.nyed.uscourts.gov](http://www.nyed.uscourts.gov)

December 23, 2009

Vacancy Announcement - #10-02/PROSEATTY

**Pro Se Staff Attorney (Part Time)**

**Central Islip Courthouse – 100 Federal Plaza**

**Salary:** JSP 11-14 (\$33,698-53,388, based on 20 hr. work week)

**Position is open until is filled**

**DUTIES AND RESPONSIBILITIES:** The Pro Se Staff Attorney (Part Time, 20 hours a week) provides assistance to the court re: substantive legal and procedural review of pro se civil litigation, including prisoner habeas corpus petitions and civil rights complaints.

Legal review of pro se cases, including habeas corpus petitions and civil rights complaints, employment discriminations, social security disability appeals and any other civil proceeding instituted without an attorney; substantive screening of petitions and complaints; conducts legal research raised by pleadings; drafts appropriate memoranda and orders for the Court's approval; monitors dockets of pending civil actions; compiles statistics and preparing periodic reports to reflect the status and flow of cases; and communicates with pro se parties regarding the status of cases.

**REQUIRED MINIMUM QUALIFICATIONS:** To qualify for the position, the successful applicant must be a law school graduate, be a member in good standing of a Bar from any state or federal jurisdiction and have experience in the practice of law, legal research or legal administration. The incumbent must have excellent communication, research, writing and interpersonal skills. One or more years of legal experience may have an effect on salary.

**BENEFITS:** Employees of the United States District Court are not included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Paid vacation and sick time. Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.
- Ten (10) paid holidays per year.
- Participation in a retirement and tax-deferred employee savings program.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical, commuter and/or dependent care expenses on a pre-tax basis.

**Qualified persons interested in being considered for this position are invited to submit a cover letter and resume to:**

**Robert C. Heinemann, Clerk of Court  
Attn: Deputy-in-Charge  
U.S. District Court, EDNY  
100 Federal Plaza  
Central Islip, NY 11722**

***Due to the nature of the position, the successful candidate must undergo a FBI fingerprint background check.***

**The U.S. District Court is an Equal Opportunity Employer.**